Process	***Field Purchase Orders (Agency)***
Process Number	***PO – 008*** *Latest Revision 07/23/03*

Description of Process

This process describes adding and dispatching a Field Purchase Order by an agency buyer.

Input to Process

Agency procurement requirement(s).

Output of Process

Field Purchase Order

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Add PO	Purchase Order
Print and Distribute PO	Dispatch PO

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Buyer receives purchase requirement via agency internal form, procedure, etc.	Agency Buyer
Step 2: Navigate to the “Manage Purchase Orders” menu (Go, Administer Procurement, Manage Purchase Orders).	Agency Buyer
Step 3: Navigate to the “Lines” panel (Use, Purchase Order, Lines, Add). Verify the Business Unit, and click the OK button to display the Purchase Order “Lines” panel.	Agency Buyer
Step 4: Enter or select the vendor. The vendor may be selected by entering the first few letters of the vendor’s Short Name, then using Shift F4 for a list of Vendor Short Names from which to select. NOTE: If buying from a Statewide contract, and the vendor is not known, go to the “Catalog” panel tab, key the first few letter of the contract name, and use Shift F4. A list of contract names (referred to as “Catalogs”) displays. Double click on the needed catalog, then click the “Dog” icon. In the first scroll area, a list of five-digit NIGP item categories displays. Click on the blue “Category Items” icon to display in the bottom scroll area a list of ten-digit category items that are within the five-digit category listing. Click the checkbox of the contract item to be ordered, then click on the “Vendor” button at the bottom of the panel to display a list of active vendors for that contract. Note the Vendor ID of the vendor to be used. Return to the “Lines” panel tab and enter or select the appropriate vendor. Enter or select buyer. If the buyer name is entered, it must be keyed exactly as it is in the buyer list to be accepted by the system. To select the buyer name, enter the first few letters of the first name, then use Shift F4 for a list of names from which to select.	Agency Buyer

Step 5: Go to the "Header" panel. Select the correct PO type from the drop down list: Agency Contract and Releases, Construction - PW - A&E, Exempt - Per OCGA 50-5-58, Intergovernmental Agreement, Mandatory - CS, GCI, GEPS, GIB, Open Market Purchase, Sole Brand - Per GPM, Sole Source - Per GPM, Statewide Contract Release. **Contact "State Purchasing" regarding the proper selection of these PO Types.** If either "Agency Contract Release" or "Statewide Contract Release" is selected, the system will also require a "Contract No." to be entered into the PO Reference field. The contract number should be entered preceded by the letter A (Agency Contracts), S (DOAS - Statewide Contracts), or GTA (GTA Issued Statewide Contracts) followed by the contract number. Do not enter any other punctuation such as dashes, quote marks, etc. (See 3/11/02 memorandum from Dana Russell and Larry Singer). Verify the Origin and Billing Address location code defaulted. If required by agency, designate the correct "Accounting Template" based upon commodities or services being purchased. Typically, use "Due To" for purchases from another State Agency such as DOAS Central Supply.	Agency Buyer
Step 6: Click the "Defaults" button. Verify the defaulted "Ship To" field and select the same value for the "Location" field. NOTE: If using "Program (Fund Source) Distribution", the chartfield values may be assigned using SpeedCharts at the line level. In this case there is no need to enter chartfield values on the "Defaults" subpanel (See step 13). Enter a "Due Date" (order needed by date), and verify the "Ship Via" and "Freight Terms" defaulted. Enter the accounting chartfield data to be used on the order. All of the information from this panel will default to all line items. The values can be changed on the individual line item detail if needed (See Step 11). Click OK to return to the "Header" panel.	Agency Buyer

Step 7: Click the "Vendor" button. Use the "Location" drop down list and "magnifying glass" to verify the vendor location. If not the correct location, click on the down arrow next to the location field for a list of all locations for the selected vendor. Select the correct location. NOTE: If necessary, open new window and navigate to Maintain Vendors to verify correct vendor ID and location: (Go, New Window, Administer Procurement, Maintain Vendors) (Inquire, Vendor Information, Identifying Information, Update/Display). A dialog box displays. Enter the information you have available for the search fields, and click OK. Verify payment terms for the order. Net 30 is the default. Click OK to return to the "Header" panel.	Agency Buyer
Step 8: Click on the "Matching" button if a match action other than "No Match", the default, is to be set. Select a "Match Action" of "Standard" and "Match Rule" of "Three-Way or "Two-Way", as appropriate. Three-way is usually used when ordering goods for which a receiving report will be processed, and two-way is usually used for ordering services that may require partial payments. If one "Lot" type purchase, use "No Match", and charge by "Amount". Click OK to return to the "Header" panel.	Agency Buyer

Step 9 (Non-Contract): If not a contract release, go to the “Lines” panel and key in the Line description, Unit of Measure, and Quantity. If the description is longer than the 30 characters provided, go to the “Comments” panel. Select “Line” as the comment “Type” from the drop-down list, then tab out of the field. A field will appear next to the “type” field, where the corresponding line number is to be keyed. In the “comments” field, continue the description where it left off on the “Lines” panel. Check the “Send to Vendor” flag if comment is to print on the vendor’s copy of the purchase order. Click OK to return to the “Lines” panel. Additional lines may be added by placing the cursor in the “Item Description” field and using the “Insert Row” icon or the F7 key. Click on the double chevrons next to the line to display the “Line Detail” panel. Select the appropriate 5-digit NIGP code. If the NIGP code is not known, the user may use one of the following search methods: 1) With the cursor in the “Category” field on the “Line Detail” panel, hold the control button and hit F4. In the “Description” field of the dialog box that displays, enter the key word for the item (first letter in word in upper case, others in lower case). A list of items with the description entered will display. Find the appropriate description, double click on it, and the NIGP code will populate the “Category” field. Note: If you know the first one or two numbers of the NIGP code, you may enter these in the category field, hold down the Shift key and hit F4 to display a list of NIGP codes with descriptions from which to select. 2) Go to the “Catalog” panel, select one of the NIGP Master Catalogs and drill down through a hierarchical listing of the codes, or perform an search using either the NIGP database provided by State Purchasing, or the NIGP listing posted on the State Purchasing web site. The “Recycled” checkbox can also be checked if the PO line can be designated as having “recycled content” for the purpose of Recycled reporting to State Purchasing.	Agency Buyer

Step 10 (Contract and Mandatory Source only): If ordering from a Statewide Contract or Mandatory Source, go to the “Catalog” panel, key the first few letter of the Statewide Contract or Mandatory Source name (both are referred to as “catalogs”), and use Shift F4. A list of catalogs displays. Double click on the needed catalog, then click the “Dog” icon to retrieve the catalog items. In the first scroll area, a list of five-digit NIGP item categories displays.Click on the blue “Category Items” icon to display in the bottom scroll area a list of ten-digit NIGP category items that are within the selected five-digit category. Click the checkbox of the catalog item to be ordered, enter the needed quantity, then click the “Order” button. The item information defaults on the “Lines” panel and the “Lines Detail” sub-panel. After selection of all items, return to the “Lines” panel to view the catalog items added to the PO.	Agency Buyer
Step 11: Go to the “Schedule” panel, verify the “Due Date” and “Ship To” location, and key the unit price. If a catalog item, the price will already be displayed and will be grayed out. If the user wants to specify multiple delivery locations, additional rows may be inserted specifying the “Quantity”, “Ship To” location, and “Due Date” for each.	Agency Buyer
Step 12: If the agency buyer needs to change information at the line level that had been keyed as “Defaults” on the “Header” panel: On the “Schedule” panel, scroll to line to be changed, and click the double chevrons next to the line schedule to display the “Details for Schedule” sub-panel. Click the “Distrib” button to display the accounting chartfields that had been keyed at the “Header” level. The information can be changed, and rows can be inserted by using the F7 key to split distributions for the line between multiple chartfields. The split can be designated to occur based upon item quantities or by line amounts. After changes are made, click OK to return to the “Schedule” panel. NOTE: Charging by “Amount” will be necessary if “Program (Fund Source) Distribution” is being used. After changing the “Charge By” field to “AMT”, a checkbox labeled “Speedchart” will appear. Check this and use the drop down arrow to display the available speedcharts. Select the appropriate value and tab out of the field. The correct PO distribution lines will be inserted for you. Key any missing chartfield values as needed. Charge by Amount should also be used when purchasing an item quantity of one “Lot” (see step 8). Repeat this process for each applicable PO line.	Agency Buyer

Step 13: If the item being purchased is an "Asset", on the Schedule panel click on the double chevron beside each chartfield line. This will display the Details for Schedule sub-panel. Click the "Distrib" button on the "Details for Schedule" sub-panel, and the "Distributions" sub-panel displays. Click the double chevron on the "Distributions" sub-panel, and the "Distributions Details" sub-panel displays. Click on the "Asset" checkbox, and the "Asset Detail" dialog box displays. Select the Business Unit and the correct Asset Profile. Click OK on dialog box and each sub-panel to return to the main schedule panel. NOTE: If an item that would normally be classified as an asset is being acquired on a lease agreement, <u>do not</u> flag the item as an asset on the purchase order since the State does not take ownership. If an item that would normally be classified as an asset is being acquired by way of an Installment Purchase Agreement, <u>do not</u> flag the item as an asset on the purchase order. Go to the Lease- Express Asset panel (although this is **NOT** a Lease agreement) and enter the details of the installment purchase (See Business Process PO – 021). The item will be flagged as an asset from the Lease-Express process.	Agency Buyer
Step 14: Additional "Ship To" comments can also be entered for each "Ship To" location specified on the PO. These can be used to further specify the delivery location to the vendor or for internal delivery instructions. Go to the "Comments" panel, and, if needed, insert a new comment row. From the drop-down list in the "Type" field, select "Ship To". Key the delivery location, and enter the appropriate comment. If for internal use only, uncheck the "Send to Vendor" flag.	Agency Buyer

Step 15: When all PO related data has been keyed, return to the "Header" panel. Click on the "Approve" button. Save the PO. This will generate a PO number. Depending on the Business Unit's Approval setup, the PO status will show as either "Approved" or "Pending Approval. NOTE: If the agency utilizes Workflow, and the PO status is "Pending Approval", the PO cannot be dispatched until approved by the designated personnel (See Amount and Charftfield Approval Processes, 010 and 011). Click the "Edit" button. If all required PO fields have been populated with acceptable information, a message that the edit process has been initiated will display. NOTE: If a required field has not been properly populated, a "Save Edit" error message will display. In this case, check each panel for any missing information. Once all missing or incorrect information has been entered or corrected, return to the "Header" panel and click the "Edit" button again. Once the edit process has been initiated, click the "Dog" icon to refresh the panel. It may be necessary to click the icon repeatedly, until the screen blanks and returns. The "Post Document" checkbox will be checked (however, it is always grayed out). **Agencies with Workflow**: Exit the panel. Await approval of the PO by the Amount approver and the Chartfield approver. In the interim, occasionally check the Amount Approval panel and the Chartfield Approval panels in the event either have been placed in "Recycle" status, and changes have been noted in the "Comments" field. Should status be changed to "Recycle", open the PO and make the needed changes. Save the changes, Edit check and Refresh the PO. Again, await final approval from the Amount and/or Chartfield approver(s). **Agencies with or without Workflow:** Once the PO is in "Approved" status, click the "BCM" button to run the budget check. If the PO passes budget check, the message "The Purchase Order successfully met Budget Checking Requirements" will display. Click "Yes" to the "Do you want the panel refreshed" message. If the PO does not pass budget check, the following message will display: "The Purchase Order did not pass Budget Checking Requirements. Do you want to see details". Check "Yes" to go to PO Inquiry. Go to the "Distrib" panel to see the BCM Status error message. If unable to correct the error, it may be necessary to check with the budget office for further information regarding validity of the chartfields used.	Agency Buyer

NOTE: Changes may be made to the PO prior to dispatching by opening the PO, making needed changes, then saving the changes. Should the changes affect the funds, the PO for agencies utilizing Workflow, will return to Pending Approval status. The PO would have to be routed again for approval, then run the budget checking process. Agencies not utilizing Workflow would run the budget checking process. Assure the PO has been saved before exiting (the “Save” icon is grayed out). Once the order is in an “Approved” status and has a budget check status of valid, it is ready to be “dispatched” and printed.	

Step 16: Navigate to the "Dispatch Purchase Order" panel as follows: If a PO dispatch run control ID **<u>has not</u>** been previously set, select (Process, Dispatch Purchase Orders, Add). The "Run Control ID" dialog box displays. Key a run control ID. A suggested ID: **PO_DISPATCH** (in all caps and with no spaces). Click OK. The "Dispatch Purchase Order" panel displays. **OR** If the PO dispatch run control ID **<u>has been</u>** previously set, select (Process, Dispatch Purchase Orders, Update/Display). Click OK (if you click OK rather than typing in the Run Control ID, a list of Run Control ID's will display, from which you may select). The "Dispatch Purchase Order" panel displays. On the "Dispatch Purchase Order" panel: Enter the Business Unit and key the PO ID. Check both "Approved" and "Dispatched" under "PO Statuses to Include". Select "Recycled and Valid Chartfields". Select "Changed and Unchanged Orders". All check boxes under "Options" should be <u>unchecked</u>. Click the "Save" icon. Click the "Run" icon (first Traffic Light Icon). The "Process Scheduler Request" panel displays. On the "Process Scheduler Request" panel: The "Run Location" must be "Server" (click the radio button for "Server"), and "PSUNX" must be selected as the "Server Name". The "Output Destination" must be "File" (click the radio button for "File"). In the "File/Printer" field, should be the following: **/**tmp/ +P-d, immediately followed by your printer name. If the text is not in this field, then key exactly as shown above followed by your printer ID. (There is a space between "/" and "+"). Click OK. The PO should print on the selected Printer. NOTE: Changes to the PO after dispatching require a Change Order to be processed (see Business Process 009, Change Orders).	Agency Buyer

Step 18: Sign and forward one copy of the PO to the vendor, and keep one for the Purchasing file. Make and distribute any other copies as needed.	Agency Buyer or Support Personnel

Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):